

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD

Wednesday, June 7, 2017, 11:00 a.m.
Arkansas Workforce Center at Harrison, Harrison, AR

Agenda

Call to Order.....John Dyess, Chair

Staff Report Janie Wheeler, Workforce Administrator

Agenda Item 1 – Action

Executive Committee Actions at May 17, 2017 meeting John Dyess

- Request for Qualifications for One Stop Operator/Adult, Dislocated Worker and Youth Provider
- Transfer of Funds from FY2017 Dislocated Worker to FY2017 Adult Program
- Updated Four Year Regional and Local Plan, Public Notice for Comments

Agenda Item 2 – Action

Policies..... Janie Wheeler

- LWDB One Stop Operator and Service Provider Procurement 3
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Action Item 3 – Action

Updated Budget for Program Year 2016 Janie Wheeler

- Budget Worksheets 16

Agenda Item 4 – Action

Consent Agenda John Dyess

- Minutes of March 1, 2017 LWDB Meeting..... 18
- Eligible Training Provider Programs 21

Agenda Item 5

- Thinking and Working Strategically
 - Workforce Development Four Year Plan Board Goals as related to State Goals 23

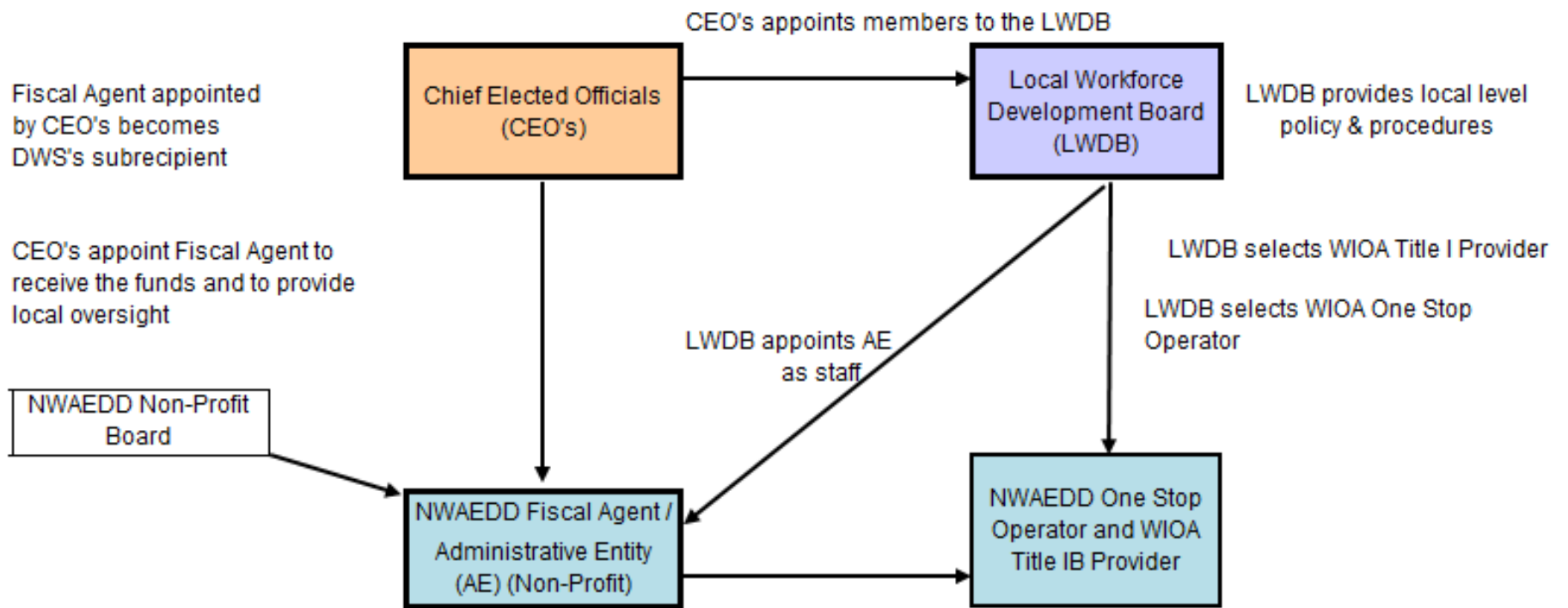
Announcements/Other Business

Adjourn

Mark your calendars for these upcoming meeting dates:

- Wednesday, September 6, 2017
- Wednesday, December 6, 2017

Flowchart of the WIOA Governance and Flow of Funds in the Northwest Arkansas LWDA



Policies/Guidelines for Approval by Northwest Arkansas Workforce Development Board June 7, 2017

**Northwest Arkansas Workforce Development Board
Workforce Innovation and Opportunity Act**

One-Stop Operator and Service Provider Procurement Policy

1. Purpose:

To communicate the process used in the Northwest Arkansas Local Workforce Development Area for the procurement and selection of a one-stop operator and/or service provider under the Workforce Investment and Opportunity Act (WIOA).

This policy is in effect for all future competitive bid processes for one-stop operator(s) and service provider.

2. Background:

WIOA changed the law and rules governing procurement and selection of one-stop operators and the individuals/groups allowed to serve as operators. The Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly known as the OMB Super Circular) also changed procurement requirements and consolidated eight previous circulars into one Uniform Guidance document, amongst other changes.

Local Workforce Development Boards (LWDBs) must select their One-Stop Operator through a competitive process at least once every four years (WIOA sec. 121(d)(2)(A)). The competitive process must comply with 2 CFR § 200, including the Department of Labor specific requirements at 2 CFR part 2900. As part of that competitive process, Local WDBs are required to clearly articulate the expected role(s) and responsibilities of the One-Stop Operator (20 CFR § 678.620(a)) and include the role(s) and responsibilities in the resulting contract.

3. Policy:

- a. LWDBs must have local procurement policies that adhere to applicable sections of federal law and regulations and state policy in selecting one-stop operators and service providers and awarding contracts under WIOA.
- b. LWDBs must document, in writing, (1) efforts to identify the availability of one-stop operators and service providers and (2) the allowable processes used to select one-stop operators and service providers and how they were followed, including procurement processes (including selection criteria by which bids were scored), where applicable. All of this documentation must be maintained and provided to the State upon request.
- c. Federal Requirements
 - i. Procurement of One-Stop Operators and Service Providers

- A. One-stop operators must be designated and certified through a competitive procurement process. LWDBs must be able to document, in writing, that they made their board members and the public aware of the competitive process to be used. That includes providing at least 30-day public notice through media where prospective local, state, and national bidders typically identify such opportunities (e.g., local print newspapers, on-line newspapers, LWDB web sites, other community web sites, etc.). Solicitations must include the selection criteria to be used in the process and must be maintained as part of the documentation.
- B. The competitive process used by LWDBs to procure one-stop operators must be conducted at least once every four years and follow the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326.
- C. Local Boards are encouraged to use the same procurement process to select Adult, Dislocated Worker, Youth Service Providers.
- D. The allowable forms of competitive procurement processes are as follows:
 - 1. Sealed Bids
 - 2. Competitive Proposals
 - 3. Sole Source
 - I. Sole source can be exercised as per local policies that comply with state and federal procurement laws and regulations and only if documented factors, including published notice(s) of intent made available to the public for at least 30 days in media where prospective local, state, and national bidders typically identify such opportunities, lead to a determination that only one entity could serve as an operator and/or service provider, compelling circumstances¹ outweigh the delay that would result from a competitive solicitation, or results of the competition conducted per Section 3(c)(i)(C)(1-2) of this policy are determined inadequate², and only with the agreement of the local Chief Elected Official and Governor.
 - II. LWDBs may be selected as one-stop operators under a sole source agreement only if they demonstrate adherence to appropriate internal controls and establish conflict of interest policies and procedures that identify appropriate internal controls and are approved by the Governor. LWDBs must complete a request for a waiver to serve as a one-stop operator and submit it to the State Workforce Development Board (SWDB).

1 Examples of compelling circumstances that outweigh delays that would result from competitive solicitations include the need to avoid a break in services if an operator is terminated for cause or is unable to continue providing services through the end of the contact period.

2 Inadequate responses are those judged by a panel of impartial reviewers to score below a predetermined minimum level on scoring criteria published as part of the solicitation.

- E. LWDBs may serve as one-stop operators in the region for which they are designated if they are determined to be the successful bidder in a solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318- 326, and only if approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by a fair and impartial third party free of conflicts of interest and that LWDB staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals. The SWDB and LWDBs may work together to establish a list of pre-qualified bidders for this role.

d. Local Procedures

i. Competitive Bid Process

A. Procurement Task Force

1. The Northwest Arkansas Workforce Development Board will form an ad hoc Procurement Task Force to oversee the vendor selection process.
2. The Procurement Task Force will include board members and may also include Chief Elected Officials.
3. The Procurement Task Force must be chaired by a board member.
4. An independent contractor will be contracted with to facilitate the procurement process and work with the Procurement Task Force.
5. The Procurement Task Force will keep meeting minutes that will be made available for State or Federal inspections as needed. The meeting minutes will not be made public prior to the Operator and/or Service Provider award as this would compromise the procurement process. Minutes can be made available upon request once contract award is made and approved by the Northwest Arkansas Workforce Development Board in coordination with the Chief Elected Official.
6. Northwest Arkansas Workforce Development Board's Conflict of Interest Policy applies to the Procurement Task Force members that are also board members. In addition, members of the Procurement Task Force and the independent contractor will sign a specific declaration of no conflict as it relates to the procurement process.

B. Request for Proposals/Qualifications

1. The Procurement Task Force will work with the independent contractor to create and issue a Request for Proposals (RFP) or Request for Qualifications (RFQ).
2. The independent contractor will set up a closed dropbox file for Procurement Task Force members to communicate and share documents throughout the process.

3. The RFP/RFQ will be emailed to Board Members, Chief Elected Officials, Partner Agencies, and to potential offerors who have requested to be on the local bidders lists. Following distribution, the RFP/RFQ shall be posted on the Board's website and a notice and url provided in a local newspaper.
4. The RFP/RFQ shall include a required Intent to Apply be submitted.
5. The RFP/RFQ shall allow for a period to ask questions. All questions and answers will be communicated to any organization submitting an Intent to Apply and also will be posted on the Board's website.

C. Selecting the One-Stop Operator and/or Service Provider

1. The Procurement Task Force will review and score all proposals and submit a selection recommendation to the Executive Committee or full Board for vote.
2. In the case that no proposals are received, one proposal is received, or, none of the proposals received a score high enough, the Northwest Arkansas Workforce Development Board will exercise the sole source option with the Chief Elected Officials and Governor's approval.

ii. Contracting Procedures

- A. Once directed by the Northwest Arkansas Workforce Development Board, the Administrative Entity on behalf of the Board, will create and manage the contract. In the event the selected vendor also serves as Board staff or Board Support, an Agreement will be executed between the Successful Offeror and the Board that clearly defines roles and responsibilities as well as a description of internal controls and related conflict of interest requirements.

iii. Performance Monitoring

- A. The Administrative Entity typically provides monitoring and oversight on behalf of the Board. In the event the existing Administrative Entity is the Successful Offeror, an independent consultant will be contracted with to conduct program monitoring at least one time each program year and will report findings directly to the Board.



CONFIDENTIALITY STATEMENT

This confidentiality agreement covers Board Members and/or their designated representative that have been appointed by the Northwest Arkansas Workforce Development Board to serve on a Board Procurement Task Force for the purpose of selecting a One-Stop Operator and Adult, Dislocated Worker, Youth Service Provider for the Northwest Arkansas Workforce Development Area. The independent consultant will also be required to sign the confidentiality statement.

As a Procurement Task Force Member and/or the Independent Consultant,
_____, agrees to maintain confidentiality in whole regarding the One-Stop Operator and Adult, Dislocated Worker, Youth Service Provider Procurement as follows:

- Meeting content, discussion, and materials shall not be shared with any non-task force members unless an individual has been approved by the consultant as an appropriate designated representative. Designated representatives must sign a confidentiality statement and abide by its provisions.
- The consultant hired to facilitate the procurement process must comply with and sign a confidentiality statement.
- No task force member shall communicate in any form including in-person, third-party, electronic, or otherwise with anyone other than other Task Force Members during the duration of the Task Force on topics related to the procurement and the One-Stop Operator and Adult, Dislocated Worker, Youth Service Provider roles and responsibilities.
- Due to the expectation that current providers may submit a proposal to serve as One-Stop Operator, no Task Force Member or the consultant shall provide any confidential information regarding any part of the procurement process, documents, or discussions with the current administrative entity, one-stop operator, or service provider, or other potential offerors.
- Minutes for the Task Force will be public record following the conclusion of the Task Force work and be provided to the Local Workforce Development Area Administrative Entity for official recordkeeping.
- If any Task Force Member, designated representative, or consultant is determined to have violated the confidentiality statement, the procurement process will be void.
- This confidentiality statement will remain in effect until the Northwest Arkansas Workforce Development Board and/or Executive Committee begins the discussion to select a One-Stop Operator and Adult, Dislocated Worker, Youth Service Provider and to hold a vote. Task Force Members may discuss their recommendation and findings with the Board and/or Executive Committee at the time of recommendation and Board and/or Executive Committee approval.
- No Task Force member, designated representative, or facilitating consultant shall apply or assist any business, organization, or agency with applying for the current request for proposal of a One-Stop Operator and Adults, Dislocated Workers, Youth Service Provider in Northwest Arkansas Local Workforce Development Area.

I understand and agree to the provisions above:

Signature: _____

Dated: _____

Phone

Email

CEO

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MaryAnn Lawrence

Veteran Priority of Service

To ensure Veterans applying for services through the Adult/DLW/Youth WIOA programs are given preference as required by law the following policy is approved.

WHEN VETERANS PREFERENCE IS IN EFFECT:

If training dollars are limited through WIOA Title I, Veteran Preference will apply. If everything is equal between a non-veteran customer and a veteran customer, the veteran will get preference for the training dollars. The Operations Manager or Center Coordinator will monitor this process to ensure Employment/Training Advisors are following these guidelines.

Priority of Service (Adult Program)

The NWADB has developed a policy on self-sufficiency. The Board has elected to adopt the policy that no more than 20% of total enrollments in a given year can be above the poverty level or lower living standard income level, but must be below the self-sufficiency income level. Approvals to enroll participants not considered low income must be obtained from WIOA Management prior to enrollment. Management will track all enrollments that are not low income individuals to ensure that the 20% margin is not exceeded.

The NWADB will give priority of services as follows:

- Public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA sec. 134 (c)(3)(E) and §680.600
- Low Income Applicants
- Applicants who are eligible based on the policy of self-sufficiency

Follow-Up Procedures Adult and DLW Program

TEGL 19-16 requires State and local areas to establish policies that define what follow-up services will be offered to Adult and DLW exited participants. These services must be offered for up to 12 months after the first date of employment.

Once a participant exits the program staff is required to contact participants at a minimum once a quarter. If the participant is not working contact needs to be as often as necessary to assist them in finding employment. If you contact a customer who is no longer employed they should be encouraged to come in for additional services (such as resource room services) to help them find other employment. Other follow-up assistance such as providing individuals counseling about the workplace and others for additional assistance will be provided as needed.

The staff is required to document customer contact in the program notes in AJL. Supervisors are to monitor customer records to make sure the contacts are being made.

Self-Sufficiency Definition

The NWADB has defined self-sufficiency as the following:

Self-sufficiency is defined as 250% of the poverty level based on family income as compared to family size.

WIOA Incentive Policy

Incentives will be paid for eligible youth programs based on the availability of funds.

20 CRF 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences.

In School Youth Program:

1) Attending Job Club

Incentives are paid to individual participants who participate in “job clubs” at an established hourly rate for attendance.

Acceptable Documentation:

- Time sheet submitted for payment

2) School Attendance

An incentive will be paid to youth each semester with good school attendance habits based on the following scale:

Perfect attendance (no days or classes missed):	\$25.00
1 day missed, or 4 or less class periods missed	\$20.00
2 days, or less than 8 class periods missed:	\$10.00

Acceptable Documentation:

- Copy of school records such as report card showing days absent

3) Showing Improvement in Grades

a) An incentive will be paid to youth who show improvement in grades from the first nine weeks each semester to the second nine weeks. In order to receive this incentive the participant must raise their grade point by .50. An incentive of \$25.00 each nine weeks will be awarded for grade improvement.

OR

b) Participants with a grade point average of 3.5 at semester will receive an incentive of \$25.00.

Acceptable Documentation:

- Copy of school records such as report card

4) Completing Assigned Tasks

Throughout the semester the youth are asked to complete assigned tasks. The youth will receive an incentive each semester if they complete three tasks assigned by their Employment/Training Advisor. These tasks will vary for each participant. If the youth successfully completes three tasks assigned they will receive \$25.00.

Acceptable Documentation:

- Assignment checklist completed by the staff

- 5) Submitting Grades
Grades are received at nine weeks and at the end of each semester. In order for Employment/Training Advisors to monitor the school progress of the participants we are asking the youth to submit copies of their grades or progress reports. If the participant submits their grades **within two weeks** of receiving them they will receive a \$10.00 incentive.

Acceptable Documentation:

- Copies of grades or progress reports.

- 6) Graduating High School
Participants who graduate high school will receive \$150.00.

Acceptable Documentation:

- Verification from the school that student has graduated

- 7) Diana Tucker Youth Award
An incentive will be paid annually for the recipient of the Diana Tucker Youth award. This award will honor an outstanding in school or out of school youth for their participant in a work experience activity.

Nominations for the award will be submitted staff

The outstanding youth will be selected by a committee of Non-WIOA staff.

The committee will choose the winner each year.

In case of a tie more than one youth may receive the award.

The recipient will receive \$250.00 and nominees will receive \$50.00.

Acceptable Documentation: The results of the committee review

Out of School Youth Program:

Incentives for the Work Experience and OJT program:

- 1) Contract Completion
An incentive will be paid to Out-of-School-Youth participants who complete their Work Experience or On-the-Job Training assignments. The staff will decide what a successful completion is for each youth participant. The youth will receive an incentive of \$100.00 after completion.
Acceptable Documentation:
- Statement from staff that the participant completed their contract and is eligible for incentive. (statement to be included with payment request)
- 2) Unsubsidized Employment:
Out-of-School-Youth who get a job within 30 days of completing their contract will receive an incentive of \$50.00.

Acceptable Documentation:

- Statement from ETA in case notes that the participant is employed stating where they are working. (copy of case note included with payment)

Incentives for participants enrolled in a GED program:

- 1) Participants will be paid an hourly rate for participation in GED classes when it is combined with an work experience activity.
- 2) Receiving GED:
Participants who receive their GED while enrolled in the program or within **first quarter** after they exit the program will receive an incentive of \$250.00.

Acceptable Documentation:

- Copy of GED records

Post Secondary Education:

- 1) Program Completion:
Participants who complete their classroom training program will receive an incentive of \$75.00.

Acceptable Documentation:

- Copies of transcript, certificate or diploma.

- 2) Unsubsidized Employment:
Out –of- School- Youth who get a job within 30 days of completing their classroom training will receive an incentive of \$50.00

Acceptable Documentation:

- Statement by ETA in case notes that the participant is employed stating where they are working. (Copy of note with request for payment)

Supportive Services

The term “supportive services” means services such as transportation, child care, dependent care, housing and needs related payments, that are necessary to enable an individual to participate and be successful in activities authorized under WIOA.

Supportive Services may be the key to assisting the hard-to-serve participants enrolled in WIOA programs. There are numerous agencies and programs providing health care, temporary shelter, financial counseling, transportation, childcare and other support, which are well suited to customer needs. WIOA staff will make referrals to other programs prior to providing supportive services with WIOA funds. When no other services are available they will make a request to a supervisor to provide services. Staff must document that the participant has exhausted all other means of providing the supportive services requested by completing a verification form.

Continued eligibility – at a minimum each semester staff will revisit a participant’s need for continued supportive services and will document that the review has occurred and the results of that review.

Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services, are governed by the DOL-only Final Rule at 20 CFR 680.900 through .970.

Supportive services may be available to any youth, adult or dislocated worker participating in Title I career services or training activities who is unable to obtain supportive services through other programs providing such services. Supportive services may NOT be provided to an adult or dislocated worker participant once they exit WIOA program or during follow-up. This does not apply to youth participants. They may still receive supportive services during follow-up if it is deemed necessary and appropriate.

Supportive services may include, but are not limited to:

- Assistance with transportation;
- Assistance with child care and dependent care;
- Linkages to community services;
- Assistance with housing;
- Needs-Related Payments (available only to individuals enrolled in training services and must be consistent with 20 CFR 680.930, 680.940, 680.950, 680.960 and 680.970);
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes;
- Payments and fees for employment and training-related applications, tests, and certifications; and
- Legal aid services;

Needs Related Payments -

To receive needs-related payments, individuals must be unemployed and must not qualify for (or have ceased to qualify for) unemployment compensation.

A request for needs related payments must be presented to a supervisor for approval. Once the request is received a determination will be made by the supervisor whether the participant is eligible to receive in accordance with federal regulations and guidance.

The law is very specific to Dislocated Workers eligibility and how payments are calculated and those guidelines will be followed.

The amount of weekly payment an Adult participant may receive will be calculated using the following formula: HHS poverty level based on the number in the household divided by 52 weeks will determine the eligible weekly payment amount.

Example: Family size of 2 poverty level is \$16,020 divided by 52 = weekly amount of \$308.08.

Definitions and approved services including initial limits. (Limits can be exceeded with management approval based on a participants needs).

A) Clothing

The costs of items such as clothes and shoes which are necessary for participation in WIOA training activities are allowable. A \$150 limit per participant for employment training related or interview clothing is allowed. A \$350 limit for participants enrolled in classroom training activities which require uniforms is allowed.

B) Counseling

The costs of personal counseling services that will enhance a participant's employability are allowable. This may include employment, financial, individual, family, and drug and alcohol abuse counseling. Generally, major personal or emotional problems are outside the scope of WIOA services, therefore referrals to counseling services are critical. A limit of \$200 per participant will be implemented for personal counseling.

C) Childcare

Agreements can be made with licensed childcare facilities for participants who do not qualify for childcare assistance through other sources. The maximum amount to be paid by WIOA fund will be in accordance with comparable rates in the area which the participant lives. Total amounts per participant will be approved by the supervisor.

D) Residential

The cost of rent, house payments and utility assistance may be provided in extreme cases where participants are in danger of losing their housing or having utilities disconnected. A secure nighttime residence is essential to the success of our participants. A limit of \$600.00 per participant will be implemented for housing or utilities. In cases where supportive services are paid instead of paying ITA cost this limit may be increased with management approval.

Training programs require some participants to be away from their nighttime residence in order to complete training. An example of this is traveling to another city to complete a rotation required for clinical training for an RN student. This is an allowable supportive service and staff is required to find the most economical means of hotel charges for the participant. This activity is not included in the \$600.00 limit. It is based on need and the requirement for overnight stay because of distance to training.

E) Health

The health category includes such items as vaccinations or physicals required for a participant to enroll in a particular training program. It may also include things such as one time dental work or eye glasses if not otherwise available from another source. A \$400.00 limit applies to this category.

Insurance – Health related insurance may be purchased for a participant if it is a requirement for participation in training activities. A \$400.00 per participant limit applies to this category.

F) Transportation

The cost of transportation to assist participants to get to and from training activities including job search activities is allowable. Participants will be given a limit based on a locally developed

formula. The formula is distance to training x 2 x number of days per week divided by miles per gallon x a set price per gallon of gasoline. We will use gas cards or agreements with service stations as a method of providing assistance. On occasion staff may use the purchase card to provide assistance to a participant who lives in a rural area. Signed gas receipts will be used to verify what participant received the service. Other methods that are reasonable will be worked out by management staff if needed. The dollar limit for this service will vary based on participant need.

Tires and car repairs may be made with management approval if the participant cannot participate in training without this service. Participants will contribute a portion of such cost when possible. This service requires management approval and the amounts will vary based on participant need.

The process for paying supportive service varies based on the availability of vendors. Wal-Mart cards and purchase cards may be used when needed. OneDrive will be used to track all purchases and signed receipts will be on file.

- G) Emergency Food – Under extreme circumstances staff may purchase food for a participant at a restaurant or grocery store; for example a youth participant who has no funds to purchase lunch during their work or training day. These limits will be approved case by case basis with management approval.
- H) Needs related payments will be awarded only when the provision of the other supportive services does not provide the assistance a participant needs. The forms are an attachment to this document. WIOA regulations will be followed when providing this service.
- I) Other services may be provided if allowable within WIOA and regulations with management approval as situations arise.

Assistance with educational testing – for example testing fees required for an LPN license

Reasonable accommodations for individuals with disabilities; - for example an amplified stethoscope may be needed for a participant who is hearing impaired and enrolled in LPN training

Health care – insurance premiums may be paid after all other health care options have been exhausted and the coverage is a requirement to attend a training program. Examples include preventative and corrective care necessary to enter training; participate in training, to be employed or to retain employment. Drug and alcohol treatment are not included in this body of health care. Glasses, dental corrections, etc., may be required to be employable or to complete training. Treatment not covered by medical insurance or program elements may be provided to a trainee or employee in some cases.

Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; - must be a requirement for the job or the training program and not just a nice to have item.

Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes; - must be a requirement for the training and not just a nice to have item.

Payments and fees for employment and training-related applications, tests, and certifications; - for

example a background check required for entrance into a training program or a CDL text packet required for entrance into a truck driving program.

Legal aid services – for example, payment of a minor offense so a participant may retain or obtain a driver’s license.

NORTHWEST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT, INC.									
PY 2016 Budget									
July 1, 2016 - June 30, 2017									
Revised 6-7-2017									
Administrative Entity	Youth	Adult	DLW	Promise Grant	ASP NEG AR - 26	NEG AR - 27	NEG AR - 28	WIOA	AE
								Statewide Activities	Total
Compensation	28,660	34,736	12,848	3,246	890	11,060	29,450		120,890
Fringe Benefits	5,814	7,046	2,606	635	160	729	7,170		24,160
Accounting	5,987	7,255	2,684	3,012		10,000	21,062		50,000
Advertising	56	69	25						150
Communication - Postage	492	596	221	25		66	100		1,500
Communication - Telephone	410	496	184	10		50	100		1,250
Computer/Software Upgrade	113	137	50						300
Contractual - CDC	21,036	27,892	11,144	23,215		20,321	84,017		187,625
Insurance - Liability	620	708	262	24			38		1,652
Bank Fees	94	114	42						250
Materials & Supplies	1,808	2,191	810	81		50	60		5,000
Membership/Sub/Pro Activity	1,289	1,563	578	25			45		3,500
Printing & Reproduction	899	1,090	403	8			100		2,500
Professional Fees	2,631	3,189	1,180						7,000
Rent - Building/Space	1,207	1,464	541	26		1,185	577		5,000
Training & Education	362	439	163	5			31		1,000
Travel	6,606	8,007	2,961	176		2,000	250		20,000
Unobligated	4,149	89,705	34,577						128,431
Total Administrative Entity	82,233	186,697	71,279	30,488	1,050	45,461	143,000	-	560,208
Local	Youth	Adult	DLW	Promise Grant	ASP NEG	NEG AR - 27	NEG AR - 28	WIOA	LWIB
Workforce Investment Board								Statewide Activities	Total
Communications - Postage	39	45	16						100
Mem. Sub. & Professional Act.	1,189	1,359	502						3,050
Printing & Reproductions	39	45	16						100
Travel	1,950	2,227	824						5,001
Meeting Costs	1,365	1,559	576						3,500
Total LWIB	4,582	5,235	1,934						11,751
Total Administration	86,815	191,932	73,213	30,488	1,050	45,461	143,000	-	571,959
<i>PY 15 Carryover</i>		84,657	33,687			45,461			163,805
<i>PY 16 Allocation</i>	86,815	107,275	39,526	30,488	1,050		143,000		408,154
Program	Youth	Adult	DLW	Promise Grant	ASP NEG	NEG AR - 27	NEG AR - 28	WIOA	Total
Administrative Entity Program								Statewide Activities	Total
Administrative Entity Program	37,000	45,991	17,011		13,950			50,000	163,952
Contractual - CDC	1,110,580	1,388,345	602,681	337,860		525,232	1,287,000		5,251,698
Total Program	1,147,580	1,434,336	619,692	337,860	13,950	525,232	1,287,000	50,000	5,415,650
<i>PY 15 Carryover</i>	366,238	468,854	263,951	75,552		525,232			1,699,827
<i>PY 16 Allocation</i>	781,342	965,482	355,741	262,308			1,287,000	50,000	3,701,873
Total Budget	1,234,395	1,626,268	692,905	368,348	15,000	570,693	1,430,000	50,000	5,987,609

NORTHWEST ARKANSAS CERTIFIED DEVELOPMENT COMPANY

PY 2016 Budget

July 1, 2016 - June 30, 2017

Revised 6/7/17

	PROGRAM							ADMIN							TOTAL
	Youth	Adult	DLW	Promise Grant	NEG AR-27	NEG AR-28	Total	Youth	Adult	DLW	Promise Grant	NEG AR-27	NEG AR-28	Total	
Operating Budget															
Compensation	233,942	286,068	105,806	103,224	35,006	38,041	802,087	5,374	6,514	2,409	15,778	12,353	60,583	103,011	905,098
Fringe Benefits	74,251	89,993	33,285	34,234	3,175	13,025	247,963	1,774	2,149	795	4,642	3,573	17,914	30,847	278,810
Payroll Expense								3,270	3,964	1,466				8,700	8,700
Accounting								2,105	2,551	944	200	1,200	1,000	8,000	8,000
Audit								2,462	2,984	1,104		2,133		8,683	8,683
Advertising	132	160	59				351	56	68	25	750		1,200	2,099	2,450
Communication - Postage	3,083	3,735	1,382	500		775	9,475	94	114	42	124	62	150	586	10,061
Communication - Telephone	5,865	7,109	2,629	1,100	500	2,500	19,703	132	160	59	46	500	400	1,297	21,000
Computer/Software Upgrade	9	11	4				24	28	34	13				75	99
Insurance - Building								752	909	336				1,997	1,997
Insurance - Liability								671	814	301	114		100	2,000	2,000
Main. & Repair - Equip.	225	273	101	50		50	699	56	69	25	101		100	351	1,050
Service Fees								526	638	236				1,400	1,400
Materials & Supplies	13,345	16,175	5,982	1,000	1,000	1,000	38,502	752	912	337	298		300	2,599	41,101
Membership/Sub/Professional	1,316	1,595	590				3,501	519	629	232	120		100	1,600	5,101
Printing & Reproduction	4,793	5,809	2,148	500		750	14,000	268	323	120	37		400	1,148	15,148
Rent - Building/Space	33,496	40,597	15,016	11,542	1,620	7,500	109,771	376	456	168	350	500	1,000	2,850	112,621
Training & Education	5,638	6,834	2,527				14,999	366	444	164	25		20	1,019	16,018
Travel	14,560	17,647	6,527	6,000	3,962	5,266	53,962	1,455	1,765	654	630		750	5,254	59,216
Job Clubs & Recognition Event				7,245			7,245								7,245
Total Operating Budget	390,655	476,006	176,056	165,395	45,263	68,907	1,322,282	21,036	25,497	9,430	23,215	20,321	84,017	183,516	1,505,798
Participant Funds	353,687	443,485	162,674	96,913	479,969	1,218,093	2,754,821								2,754,821
Total Budget	744,342	919,491	338,730	262,308	525,232	1,287,000	4,077,103	21,036	25,497	9,430	23,215	20,321	84,017	183,516	4,260,619
PY 15 Carryover Funds															
Overhead Funds		125,000	75,000				200,000								200,000
Participant Funds	366,238	343,854	188,951	75,552			974,595								974,595
Total Carryover	366,238	468,854	263,951	75,552			1,174,595								1,174,595
Total Available Funds	1,110,580	1,388,345	602,681	337,860	525,232	1,287,000	5,251,698	21,036	25,497	9,430	23,215	20,321	84,017	183,516	5,435,214

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD

Minutes of Meeting March 1, 2017

A meeting of the Northwest Arkansas Local Workforce Development Board (LWDB) was held Wednesday, March 1, 2017, at Arkansas Workforce Center at Harrison, 818 Highway 62-65-412 North, Harrison, AR at 11:00 A.M.

Board Members present were:

MR. JOHN DYESS, ALTRONIC RESEARCH, INC.
MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS
MR. ROSS PARKER, PARKER FARMS AND RENTALS
MR. STEVE PERCIVAL, WASHINGTON REGIONAL MEDICAL SYSTEM
MR. BO PHILLIPS, TIERPOINT COMMUNICATIONS
MS. BILLIE REED, OUR COOPERATIVE
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MR. RICKY TOMPKINS, NWACC
MR. KEITH VIRE, ARKANSAS SUPPORT NETWORK

Board members not present, but represented by proxy were:

MR. BEN ALDAMA, NWACC ADULT ED – proxy Robbie Cornelius
MR. DAVID BELL, DAVID BELL, LLC. – proxy Ross Parker
MS. AMANDA CONNELL, DHS SERVICES FOR THE BLIND – proxy Carolyn Jackson
MR. RICH DAVIS, BLACK HILLS ENERGY – proxy Steve Percival
MR. WALTER HINOJOSA, NWA LABOR COUNCIL – proxy Clint Morris
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES – proxy Trisha Wiatt
MS. JANA KINDALL, AR DEPARTMENT OF WORKFORCE SERVICES – proxy Aaron Johnson
MR. ALEX MARTINEZ, THE JOB GUIDE – proxy John Dyess
MS. PATTY METHVIN, HARRISON REGIONAL CHAMBER OF COMMERCE – proxy Billie Reed

Board Members absent were:

MR. STEVE CLARK, FAYETTEVILLE CHAMBER OF COMMERCE
MR. JUSTIN RUMMER, PACE INDUSTRIES
MR. WAYNE THOMPSON, FERGUSONS COUNTRY STORE

Others present were:

Ms. Susan Sangren, NWACDC
Ms. Donna Carney, NWACDC
Ms. Susan Daniel, NWACDC Fayetteville
Mr. Taff Grice, NWACDC
Mr. Roger Rorie, NWACDC
Mr. Joe Willis, NWAEDD
Mr. Jeremy Ragland, NWAEDD
Mr. Eddie Treece, NWAEDD
Ms. Janie Wheeler, NWAEDD
Mr. Bernardo Corrolis, ADWS Little Rock
Ms. Pinghui Wu, NTI Adult Ed
Mr. Keith Peterson, NWACC
Mr. Charlie Clark, Arkansas Workforce Development Board

Mr. Matt Twyford, AEDC
Mr. Zane Chenault, AEDC
Mr. Stetson Painter, Congressman Rick Crawford
Ms. Melissa Bray, North Arkansas College

The meeting was called to order at 11:02 A.M. by CHAIR JOHN DYESS. CHAIR DYESS welcomed the Board and guests.

CHAIR DYESS asked Ms. Janie Wheeler to provide the staff report. Ms. Wheeler discussed the continuing transition and implementation of the Workforce Innovation and Opportunity Act at the federal, state and local level. Ms. Wheeler updated the Board on programs and grants currently in progress. She spoke about the upcoming Innovative Readiness Training by military reservists to be held early June in the Delta Regional Authority counties in our area. In the coming months events include procurement of the one stop operator, updating the Regional/Local Plan to a four year plan, sector strategy work and upcoming DOL Convening in Dallas in April. She shared the Office of Skills Development grant information and website.

CHAIR DYESS referred the Board to Agenda Item, the transfer of funds from the FY2017 Dislocated Worker Program to the FY2017 Adult for the amount of up to 75%, which is \$375,134. The request is made because there are many more Adult participants needing services and the remaining Dislocated Worker funds should be adequate to serve the dislocated workers. Motion was made by MR. ROSS PARKER and seconded by MR. KEITH VIRE. Motion carried.

Next on the agenda is the Sector Strategies update provided by Ms. Wheeler and planning budget for \$15,000 grant from Department of Workforce Services. Motion to approve the grant budget and research on a new sector was made by MR. RICKY TOMPKINS and seconded by MS. BILLIE REED. Motion carried. Also included in the agenda packet was the DWS Issuance 16-10 regarding Sector Strategies.

Ms. Wheeler provided information on the review of the Adult Education RFPs by the committee that included MR. VIRE, MS. REED and MR. WALTER HINOJOSA on February 28, 2018. The Committee met at Arkansas Support Network and reviewed RFPs from North Arkansas College, Arkansas State University at Mountain Home, Fayetteville Adult Education, Ozark Literacy Council, Northwest Technical Institute and Northwest Arkansas Community College Adult Education. The committee scored the rubric and made comments which will be provided to the Arkansas Department of Career Education, Adult Education no later than March 10, 2017. All documents are confidential. Motion to approve the work of the committee was made by MR. BO PHILLIPS and seconded by MR. KELLEY SHARP. Motion carried with MR. RICKY THOMPSON abstaining and MR. STEVE PERCIVAL a no vote, both so there would be no conflict of interest in the action.

CHAIR DYESS requested that Ms. Wheeler discuss the One Stop Operator and Title I Services Procurement and timeline. Ms. Wheeler stated that with the new law a Request for Proposals was required for the One Stop Operator and the need for the Board to conduct the procurement. In order to ensure that there would be no conflict of interest it is recommended that the Board use an outside source to assist them with the facilitation of the process. She stated that in the agenda packet there is included a scope of work to provide the service of facilitation of the Task Force charged and upon approval by the Board will be used to procure the facilitation. Motion to accept this action was made by MR. VIRE and seconded by MR. PARKER. Motion carried. CHAIR DYESS assigned the Executive Committee to be the Task Force which includes MR. STEVE PERCIVAL, MR. PARKER, MR. VIRE, MS. PATTY METHVIN and CHAIR DYESS.

Motion to accept Policies included in the agenda was made by MR. PHILLIPS and seconded by MR. SHARP. Those policies include Youth Additional Barrier, Individual Training Accounts and Procurement.

Motion to allow the Board members attending the National Association of Workforce Boards Forum 2017 in Washington, DC to exceed the federal room rate was made by MR. PARKER and seconded by MR. TOMPKINS. Motion carried.

Motion to approve the Consent Agenda including the Minutes of the December 7, 2016 meeting and the Eligible Training Providers was made by MR. VIRE and seconded by MR. PHILLIPS. Motion carried.

Ms. Wheeler discussed needed updates to the Northwest Arkansas Regional/Local Transition Plan for Program Years 2016 and 2017. She stated that comments from the State included changing to a Four Year Plan and reviewing and goals in the Plan. The State feels that the objectives are not directly related to how our local area can achieve the goals and need to be reworked with Board direction. CHAIR DYESS recommended that Ms. Wheeler send the current goals and objectives to each Board member for them to select the top two objectives, or any other they deem important, and return their input to Ms. Wheeler no later than March 31st. Those objectives will then become a focused discussion for the Board.

CHAIR DYESS stated that there will be an Executive Committee meeting mid-May for the approval of the selection of the One Stop Operator and Service Provider as well as for approval of the updated Plan.

MR. PARKER asked Mr. Joe Willis to address the General Improvement Funds that have been distributed by the Northwest Arkansas Economic Development Board for legislators that have brought attention to the media regarding misuse of funds by certain persons. Mr. Willis reiterated that the District was a victim and had no part in any misuse or misdirection of the funds and have cooperated fully with authorities.

Chairman Charlie Clark asked to address the Board and stated his thanks to the Board and staff for their dedication to Workforce.

There being no further business CHAIR DYESS entertained a motion to adjourn. Motion was made by MR. SHARP and seconded by MR. PHILLIPS. Motion carried and meeting was adjourned at 12:15 P.M.

Eligible Training Provider List for Approval June 7, 2017

Program Name	CIPCode	Training Level	Application Date	Certification Date
Arkansas Department of Education, Non Traditional Licensure Program - Little Rock				
APPEL Program Van Buren	13.1205	Non Credit Certificate Program	3/21/2017 4:32:27 PM	3/22/2017 to 3/21/2018
APPEL Program Rogers	13.1205	Non Credit Certificate Program	3/21/2017 4:30:40 PM	3/22/2017 to 3/21/2018
Arkansas State University - State University				
Associate Degree Physical Therapy	51.2308	Associate Degree	5/12/2017 10:19:53 AM	5/15/2017 to 5/14/2018
Indian Capital Technology Center-Muskogee Campus - Muskogee				
Licensed Practical Nurse	51.3901	Certificate of Proficiency	2/13/2017 11:37:23 AM	3/15/2017 to 3/14/2018
North Arkansas College (South Campus and North Campus) - Harrison				
Industrial Electronics Technician	15.0303	Technical Certificate	5/22/2017 1:48:36 PM	5/30/2017 to 5/29/2018
Industrial Electronics Technician	15.0303	Certificate of Proficiency	5/22/2017 1:47:51 PM	5/30/2017 to 5/29/2018
Industrial Electronics Technician	15.0303	Associate Degree	5/22/2017 1:46:57 PM	5/30/2017 to 5/29/2018
Heating, Ventilation, and Air Conditioning	47.0201	Certificate of Proficiency	5/22/2017 6:52:16 AM	5/30/2017 to 5/29/2018
Welding Technology	48.0508	Technical Certificate	5/22/2017 6:47:26 AM	5/30/2017 to 5/29/2018
Truck Driving	49.0205	Certificate of Proficiency	5/22/2017 6:46:42 AM	5/30/2017 to 5/29/2018
Shielded Metal Arc Welding Technology	48.0508	Certificate of Proficiency	5/22/2017 6:45:55 AM	5/30/2017 to 5/29/2018
Manufacturing Technology	48.0501	Technical Certificate	5/22/2017 6:45:12 AM	5/30/2017 to 5/29/2018

Program Name	CIPCode	Training Level	Application Date	Certification Date
Manufacturing Technology	48.0501	Certificate of Proficiency	5/22/2017 6:44:27 AM	5/30/2017 to 5/29/2018
Heating, Ventilation & Air Conditioning	47.0201	Technical Certificate	5/22/2017 6:40:01 AM	5/30/2017 to 5/29/2018
Construction Technology	46.0201	Technical Certificate	5/22/2017 6:36:53 AM	5/30/2017 to 5/29/2018
Construction Technology	46.0201	Certificate of Proficiency	5/22/2017 6:36:05 AM	5/30/2017 to 5/29/2018
Construction Equipment Operation	49.0202	Technical Certificate	5/22/2017 6:35:19 AM	5/30/2017 to 5/29/2018
Construction Equipment Operation	49.0202	Certificate of Proficiency	5/22/2017 6:34:31 AM	5/30/2017 to 5/29/2018
Certification Welding	48.0508	Certificate of Proficiency	5/22/2017 6:29:17 AM	5/30/2017 to 5/29/2018

Vision

Northwest Arkansas will have a world-class workforce that is well educated, skilled, and working in order to keep Arkansas' economy competitive in the global marketplace.

Goals

Strategic Goal 1: Develop an efficient partnership with employers, the educational system, workforce development partners, and community based organizations to deliver a platform that will prepare a skilled workforce for existing and new employers.

Goal 1 Objectives:

1. Expand employer partnerships through the Business Services Teams, chambers of commerce, economic development partners and other opportunities.
2. Increase the use of Registered Apprenticeship programs as viable talent development opportunities by continuing the education and communication between partners, apprenticeship employers and trainer.
3. Continue to partner with K-12 education, higher education, career and technical education, adult education, disability service providers, community based organizations, and non-profits to understand barriers and resources available to individuals, so individuals can succeed in training programs in our region.
4. Support the development of functional teams to enhance services.

Strategic Goal 2: Enhance service delivery to employers and jobseekers.

Goal 2 Objectives:

1. Promote and fund training that leads to industry recognized credentials and certification in demand occupations through scholarships, on-the-job training, and work experiences.
2. Support career pathways development and sector strategy initiatives as a way to meet business and industry needs.
3. Develop a common business outreach strategy with a common message that will be utilized by Northwest Workforce system partners.

Strategic Goal 3: Increase awareness of the State's Talent Development System

Goal 3 Objectives:

1. Increase access to the workforce development system through a no wrong door approach to services throughout the system.
2. Participate in an image-building outreach campaign to educate Arkansans about the services and the career development opportunities available in Northwest Arkansas.
3. Utilize technology, including social media to better connect jobseekers and employers with the talent development system in Northwest Arkansas. Develop partnerships with libraries and other community organizations to provide access to the workforce system via computers and kiosks.

Strategic Goal 4: *Address Skills Gaps*

Goal 4 Objectives:

1. Participate in a skills and asset analysis to determine the skills gap present and resources available to solve the skills issue in Northwest Arkansas.
2. Work with partners in education at all levels to help implement a plan to close skills gaps in Northwest Arkansas. Review current job readiness standards and evaluations being used within the workforce system to find best practices that could be replicated.
3. Use labor market information provided by the Department of Workforce Services and contract with a vendor that will provide detailed labor and skills analysis as well as evaluation of post-secondary education performance to determine effectiveness of training to bridge the skills gaps.
4. Seek grants available to education and employers to fund training programs that address skills gaps.